

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-2904**



13 FEBRUARY 2014

Personnel

**USAF ACADEMY CADET UNIFORM
BOARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 10 LRS/LGRC
(Mr. Eddie Bustos)

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This instruction implements Air Force Policy Directive (AFPD) 36-29, *Military Standards*, and explains the organization and responsibilities of the United States Air Force (USAF) Academy Cadet Uniform Board. It applies to all members of the board and anyone requesting uniform changes. This instruction also references Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*; and AFI 36-2914, *Uniform Clothing Items*. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and conflicts between this and other publication to 10 LRS/LGRCU, 2348 Sijan Dr., Suite 2B5, USAF Academy CO 80840, on Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following each compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is 10 LRS/CL. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

Revision includes the correction of office symbols. Clarification to squadron insignia and the badge approval process have been accomplished. The AOG has been removed as a member and

Standardization and Evaluation (USAF/CWVVV) has been added as a voting member. Surveys have been removed as a measurement device for proposals.

1. Who Sits on the Cadet Uniform Board: (T-3)

- 1.1. Director of Training Support (USAF/CWT), chairperson.
- 1.2. Chief, Support Division (USAF/CWTM), co-chairperson.
- 1.3. Group Air Officer Commanding (AOC), member.
- 1.4. CWT Superintendent, Directorate of Training Support, (USAF/CWTE), member.
- 1.5. Dean of Faculty Representative, member.
- 1.6. Director, Logistics Readiness Squadron (10 LRS/CL), member.
- 1.7. Chief, Cadet Logistics Flight (10 LRS/LGRC), member.
- 1.8. Cadet Wing Director of Support (Fall Staff), member.
- 1.9. Cadet Wing Director of Support (Spring Staff), member.
- 1.10. Two first-class cadets (one female) whom USAF/CWT selects from the Fall Staff each year and who remains on the board throughout their first-class year, members.
- 1.11. A female officer (selected by USAF/CWT), member.
- 1.12. Department of Athletics (USAF/AD) representative, member.
- 1.13. Administrator of Cadet Uniforms (10 LRS/LGRCU), technical advisor, recorder, member, and OPR for board minutes.
- 1.14. USAF/CW Standardization and Evaluation Representative (USAF/CWVVV), member.
- 1.15. Director, 10th Contracting Squadron (10 CONS/CL), nonvoting member.

2. What the Cadet Uniform Board Does.

- 2.1. Meets biennially (Spring, Fall) or when the chairperson directs.
- 2.2. Reviews uniform change recommendations in conjunction with a cost analysis provided by 10 LRS/LGRC.
- 2.3. Recommends the additions, deletions, quantity of issue, and modification of uniforms. Recommends changes, additions, or deletions of rank insignia and accouterments for wear on cadet uniforms.
- 2.4. The recorder and chairperson sign and forward recommendations along with board proceedings (minutes) to the Commandant and the Superintendent for their signatures and approval or disapproval. The Superintendent is the final approval authority regarding USAF Academy cadet uniform accessories and insignia. **(T-3)**
- 2.5. Uniform design changes must be submitted to the Chief of Staff, USAF, via memo through the USAF Superintendent (USAF/CC), for final approval. The Superintendent can authorize immediate implementation or set an implementation date on changes to the cadet uniform.

2.6. The board will not review a disapproved agenda item for 2 years unless the chairperson, Commandant of Cadets or Superintendent reintroduces it before then.

3. Individual or Activity Requesting Approval or Changes Will:

3.1. Review all prior Cadet Uniform Board records to determine if the board previously considered the proposal and if so, what that board decided. Historical records are maintained at 10 LRS/LGRCU. **(T-3)**

3.2. Brief their recommendations to the Cadet Uniform Board. Items for the board's agenda must be at 10 LRS/LGRCU by the deadline set forth in Cadet Uniform's agenda item solicitation letter/E-mail sent prior to meeting of the Uniform Board. Proposals to change or add to cadet uniforms and accessories should be prepared for vote at Uniform Board meeting. Items arriving after the specified timeframe will generally not be considered by the Cadet Uniform Board.

3.3. Send requests via the chain of command for new or redesigned squadron insignia/patches, including a color drawing and/or a sample of the patch/badge, to USAFA/CW for approval. USAFA/CW shall inform, by memorandum, 10 LRS and 10 LRS/LGRCU of squadron insignia/patch changes. Requests for cadet service dress badges shall follow the same process.

4. Collaborative Function of the Cadet Extracurricular Activities Board (CEAB). (T-3)

4.1. Clubs must coordinate patch proposals with the CEAB prior to USAFA/CW. USAFA/CW shall inform, by memorandum, 10 LRS and 10 LRS/LGRCU of patches to be placed on the approved patch list for wear on the cadet uniform. USAFA/CW or his/her representative will brief all new patches to be placed on the approved patch list for wear on the cadet uniform to the Cadet Uniform Board for information only and recording in the Cadet Uniform Board minutes.

4.2. The Cadet Extracurricular Activities Board (CEAB) shall review requests and make recommendations to USAFA/CW who is the final approval authority for club patches and shall in turn notify the Uniform Board as an information item only.

4.3. USAFA/CW will provide direction to the Cadet Uniform Board on the wearing of club awards, patches, and insignia on cadet uniforms.

JAMES D. JEFFERS, GS-14, DAF
Director, 10th Logistics Readiness Squadron

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-2914, *Uniform Clothing Items*, 24 March 1994

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-29, *Military Standards*, 29 October 2009

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

ANG—Air National Guard

CEAB—Cadet Extracurricular Activities Board

RDS—Records Disposition Schedule